THE TEXTILE ASSOCIATION (INDIA)
GMTA (Revised) Examination – 2016
Section – A Paper – A.5
Professional Orientation

Date: 27.12.2016  Marks – 100  Time 10.00 AM to 1.00 PM

Instructions:
1. Answer any six questions out of which Question No 1 is compulsory.
2. Answer each next main question on a new page.
3. Figure to the right Indicate full marks.
4. Illustrate your answers with sketches and flow chart wherever necessary.
5. Use of non-programmable electronic pocket calculator permitted.
6. Mobile and any other communication devices are not allowed in examination hall.
7. Assume suitable data wherever necessary.

Q1 Write Short Notes on any five of the following  
   a. Matching personal goals to employment opportunities.  
   b. One way vs Two way communication.  
   c. Techniques of formal speech.  
   d. Organized writing.  
   e. Individual and committee reports.  
   f. Data mining through internet.  
   g. Professional ethics.  

Q2 a. What are the factors influencing organizational communication  
   b. What is communication network within an organization? Give examples.  

Q3 a. What is log book? Explain its importance in a textile mill.  
   b. Discuss the points to be covered in daily log book.  

Q4 a. How communication can lead to labour conflict? Give some examples.  
   b. Discuss the merits and demerits of verbal communication.  

Q5 a. What is the importance of spelling and grammar in report writing?  
   b. Design a format for reporting and analysing an accident.  

Q6 a. In a garment factory a fire due to short circuit burnt 15000 garment panels and one lady got injured. Write report on the same.  
   b. Which technique do you use to inform about misbehaviour of your subordinate to your higher authorities?  

Q7 a. What is difference between a business letter and a memo?  
   b. Write a letter requesting for sanction of extra funds for working capital.  

Q8 a. What is the role of IT in providing information on day to day activities?  
   b. What information is needed to your management on daily basis?